Everything New Data Coordinators Should Know

Data Coordinators Conference – 2017

Data Coordinator Responsibilities

- The data coordinator is responsible for ensuring all data submitted to TJJD is accurate, timely and consistent with reporting requirements.

- The data coordinator ensures that data errors are corrected prior to the submission of monthly data or by the date requested.

Data Coordinator Responsibilities

- Notify TJJD **in advance** of any local VPN changes

- Submit the Monthly Folder Extract to TJJD

Data Coordinator Responsibilities

- Submit the Monthly Folder Extract to TJJD
  - An automated process to extract and submit modified case records from the department's system to TJJD.

  - The extract created by JCMS follows in accordance with the Electronic Data Interchange (EDI) Specifications.

  - The monthly extract is due by the 10th of the month.

Electronic Data Interchange (EDI) Specifications

- Document developed by TJJD outlining the data fields and file structures that each department is required to follow in submitting the TJJD monthly folder extract.

Comprehensive Folder Edit

- The CFE is an edit report designed to identify potential errors in your data.

- Prior to submitting the Monthly Extract:
  – Run the CFE

  – Correct the errors on the CFE

  – Rerun the CFE to verify corrections

How to Run the Monthly Extract

Enter the appropriate time period

Data Coordinator Responsibilities

- Submit Monthly Extract to TJJD continued…

  ◦ Only information entered/modified during the month is included in the extract. Changes made between the 1st and 10th of the following month are not included in the current extract.

    - Example: You run the CFE and make a correction on the 2nd of the month. This change will not be included in the extract you are sending.

  ◦ You may receive an error on your extract that is not included on your CFE.

  ◦ The monthly extract is a more detailed report process on our end.

Security - Usernames and Passwords

- Each user should have their own login and password.

- Limit Delete/System Administration access.

- Verify that current users don't have more access than they need.

- Inactivate anyone no longer employed.

- Do not allow Microsoft to 'Remember Password'

Reporting

Reporting Requirements

- The data coordinator should have a complete understanding of all reporting requirements.

  - Monthly Extract Edit Report
  - Quarterly Edit
  - Comprehensive Data Audit
  - Funding Source Audit
  - Annual Resource Survey
  - Grant Reporting Requirements
  - Other information as requested

Monthly Folder Extract Edit Program

- This program was developed to automatically review each Monthly Folder Extract prior to storing the data in TJJD's database.

- An extract report is sent to the Chief's TJJD email and additionally can be sent to a second email address.

- Check for confirmation each month.

Additional Email for Extract Results

Monthly Extract Errors

- Two Types: 'Needs to be corrected' and REJECTED Errors

  - Error in Referral, PID XXX Referral XXX: '0000000' is not a valid Originating HQ PID Number.

  - Error in Referral, PID XXX Referral XXX: '755' is not a valid Referral County Number for specified Referral Type. *Rejected*

Monthly Extract Errors

- Records with <u>errors</u> are added to your department's data table.

- <u>REJECTED</u> records are NOT added to your department's data table.

- Regardless of the type of error, you do NOT have to resubmit in the same month.

Monthly Extract Errors

- End of report

```
000 - CountyName1        2017-06-01       2017-06-30       2017-07-03 10:37:30

    Processed:


        59 Decodes          25 Children          24 Referrals
        9 Detentions        10 MAYSIs            14 Offenses
        2 Placements        5 Programs           6 Supervisions
        0 Behavioral Health 0 Behavioral Health Treatment
        14 Drug Tests       0 Non-Residential Services
        0 Program Component 0 Psychological Test

    End of report.  ⬅

000 - CountyName2        2017-06-01       2017-06-30       2017-07-03 08:07:56          .

    Processed:

        Error in DrugTesting, PID 0001463: 'TA' is not a valid Funding Source Value  for date 6/16/2017

        43 Decodes          46 Children          46 Referrals
        1 Detentions        2 MAYSIs             32 Offenses
        0 Placements        20 Programs          32 Supervisions
        1 Behavioral Health 1 Behavioral Health Treatment
        7 Drug Tests        0 Non-Residential Services
        0 Program Component 0 Psychological Test

    End of report.  ⬅
```

Quarterly Edit

- The Quarterly Audit is run by TJJD. It identifies any record previously listed in the Monthly Folder Extract Edit Program that has not been corrected within the last twelve months.

Comprehensive Data Audit

- Comprehensive review of extracted data

- Once a year

- The CDA reviews each file and cross-references data between files for completeness and consistency.

- The process consists of reviewing cases referred or active within a specific time period.

Comprehensive Data Audit

- Check the CDA Manual for explanations and exceptions to errors.

- Each year Research may add or remove errors.

- Keep your CDA Report to reference next year.

Funding Source Audit

- Review of funding sources used

- Ran quarterly

- Check the FSA Manual for explanations and exceptions to errors.

- Each year Research may add or remove errors.

- Keep your FSA Report to reference next year.

Grant Funding

- Grant Funding is reported to TJJD automatically through the monthly extract.

- Funding Sources should be entered in JCMS for all TJJD grant funding.

Annual Resource Survey

- Typically completed in late spring/early summer

- Staffing and Caseloads

- Community Based Programming

- Juvenile health care costs incurred by the department

JCMS Standard Practices

Recommended Criteria for Statewide Search

▸ Enter Date of Birth

▸ Enter Sex

▸ Uncheck
'My County Only'

Archiving Juveniles

Archive a Group by Age – Under Maintenance

My JCMS Home Page » Maintenance »

Maintenance

- Actions and Dispositions
- Archive Juveniles
- Behavioral Health Providers

Archive Individual Records

Flags	Gang	Sex Offender Status	ID Numbers
Edit	Gang Affiliation: **Yes**	Registration Status:	SS#: **999-99-9999**
	Gang Name: **KINGS**	Date Ordered:	DL:
Juvenile Status: **Closed**	Gang Involvement: **Gang Member**	Registered Sex Offender: **No**	State ID:
Prevention Intervention Youth:		DNA Sample Obtained: **Unknown**	FBI#:
Crisis Intervention Youth:		DNA Sample Obtained Date:	TSDS#:
Restricted: **Restricted**		Registration Date:	
Archived: **Archived**		Registration Expiration Date:	
JJAEP Student:		Registration Suspended Date:	
TJJD Parolee:			
Prior TJJD Parolee:			
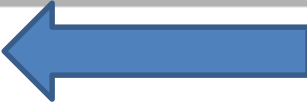
Why Archive?

- Can be excluded from Fee Reports

- Can be excluded from Search

SEARCHING FOR AN OFFENSE

- Enter the Offense Date prior to searching.

- Search results are based on the Offense Date.

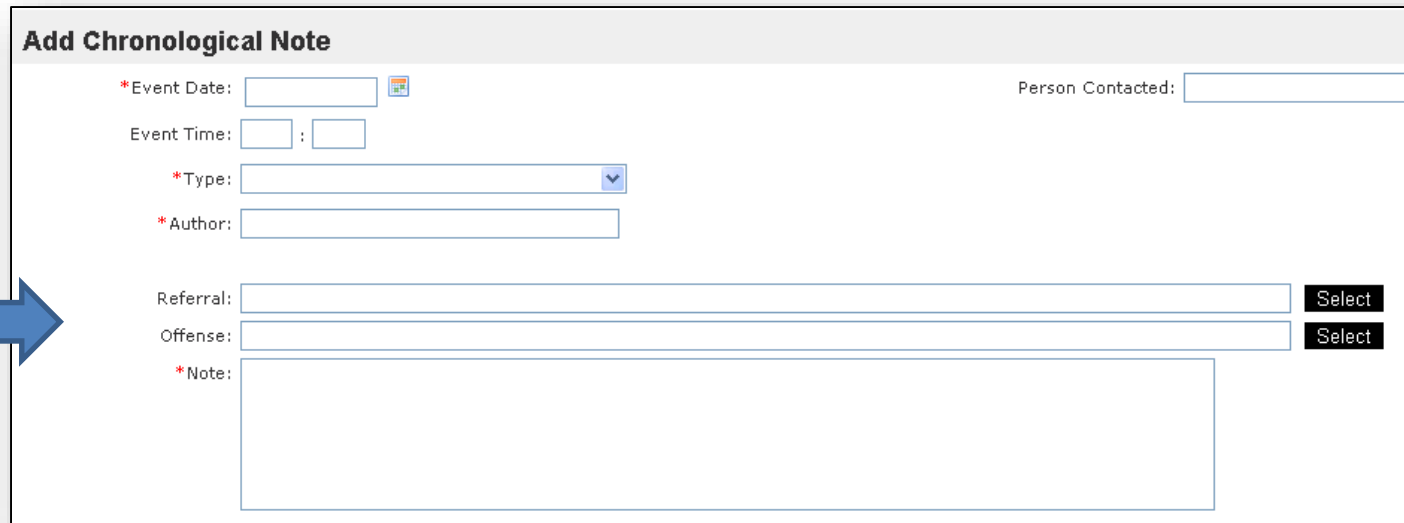# Close Officer Assignment

- Juvenile completes supervision
- Under Case Management, close Officer Assignment

Associate Chronos to Referrals and/ or Offenses

- Chronos associated to a referral/offense are automatically:
  - sealed if the referral/offense is sealed.
  - deleted if the referral/offense is deleted.

Update Holidays

- Holidays are excluded when calculating Length of Stay on the Detention Screen

- Update Holidays under Maintenance

Holidays

Adding New Judges

- Judges and Prosecutors are set up under security
  - Includes them on drop-down lists
  - Does not give them access to JCMS

Reset Passwords

- The System Administrator can reset passwords
- TJJD can also reset passwords

Violations

- When can you use these offenses/referrals:
  - Viol of Court Order – Technical
  - Viol of Court Order – New Offense
  - Viol of Court Order – (Det Sent Prob) – New Off
  - Viol of Court Order – (Det Sent Prob) – Technical

- When the juvenile is on probation
  - NOT when juvenile fails deferred
  - NOT when juvenile violates conditions of release

Modified and Extended

- What type of referral can you use the following dispositions on?
  - Probation Modified
  - Probation Extended
  - Probation Revoked – Indeterminate Commitment
  - Probation Revoked – Determinate Commitment
- Modifications to probation are only entered on violations
  - Adjudicated placed on probation cannot be used on a violation

Subsequent disposition

- When can you enter a subsequent disposition?
    1) When the juvenile has failed deferred
        - NOT if juvenile successfully completes deferred
    2) When there has been an appeal

Multiple dispositions

- The juvenile has matching dispositions on the same date, how should they be entered?
  - One referral should have the disposition, the rest should be Consolidated
    - The referral with the disposition should have the supervision attached to it

Additional Tips

- If you add or make offense changes on a referral that has a disposition, edit the disposition and verify the DOI's

Additional Tips cont…

- If you change an existing offense to a Viol of Court Order, edit the referral and attach it to the original referral

Additional Tips cont...

- Original jurisdiction should be 'County' and YOUR county

Additional Tips cont…

- If you make changes in maintenance to correct a juvenile's record, you must do a resave on the juvenile's record

- Do not enter 'placeholder' data

- If in doubt, call or email, we can look at production data

Additional Information

Help Desk Procedures

- Data Coordinator is first point of contact for county staff

- Data Coordinator will contact TJJD Support Services

- TJJD will contact CUC on behalf of the county

Texas Juvenile Probation Directory

- The TJJD Directory contains names and addresses of Texas juvenile probation professionals, such as the Data Coordinators.

- The directory is on-line and available here:
  http://www.tjjd.texas.gov/publications/other/searchjuvprobdirectory.aspx

- Data Coordinator contact information must be updated in the directory as necessary.

Email Addresses

- JCMS Support Services maintains a separate list of Data Coordinator email address.

- Please notify us if:
  - Your email changes
  - You would like to add someone to our distribution list

JCMS Training Available

- JCMS Basic for new users
  - Hands on step by step basic for new users

- JCMS Basic Advanced
  - Designed for Data Coordinators or users with a good understanding of JCMS

- Contact JCMS Support to register
  - 512-490-7724 or JCMSsupport@tjjd.texas.gov

JCMS Documentation

- The TJJD website contains numerous documents and webinars for entering data in JCMS.

  – Some of the webinars include training hours

- The documents and webinars are available here:

  http://www.tjjd.texas.gov/services/jcms.aspx

Questions?

jcmssupport@tjjd.texas.gov

(512) 490-7724